

## Instructions for White Elephant Items at the 2017 Fall Show

**Frank Koch and the White Elephant booth** is back again for any individual Division 7 member with items they wish to sell. Prepare an inventory showing your name, address, and telephone number and listing **each individual** item with a description and code so I can match it back to you and your **firm** asking price in **whole dollar amounts only**. **Each individual item must be clearly marked and priced as shown below**. The price on the item's sticker and the inventory must match. If there is more than one of an item, list them **separately**. Put all your items in a bag or box and bring them to the show before it starts.

FJK – 12 \$10.00
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**Frank will log them in, sell them, reconcile sales** with left-over material, and calculate how much you get back. The Division will keep 10% of actual sales. You can pick up your unsold material and money on Sunday right after the show closes.

**If you would like an electronic inventory form**, see elsewhere on the Fall Show website here, or send Frank an e-mail at [fjkoch@hotmail.com](mailto:fjkoch@hotmail.com) with "elephant inventory" in the subject. Either way, when you download the file, **save it and substitute your last name for "MASTER" in the file name**, i.e., **sales inventory-KOCH**, to identify it as **your** inventory. Send the file to me and make two copies – one for you and one to accompany your items.

**Items are placed in the White Elephant Sale entirely at your own risk**. Neither Division 7 nor Frank Koch assumes any liability for any items damaged or stolen during the show, though we will provide due diligence for their safety. We will not accept items that are not prepared as indicated here. We cannot accept magazines. If you want to help out at some time during the Show, let Frank know. We reserve the right to refuse any material that we deem unsuitable.